

CECO/CECW - FHWA LIAISON COMMITTEE MEETING NOTES

**December 4, 1998
Western Federal Lands Highway Division
Vancouver, WA**

Meeting Participants: Michael Traffalis, PBQD; Bill Hall, OBEC; Neal Handyside, CH2M Hill; Woody Davis, DEA; Dwight Hardin, Geotechnical Resources, Inc. (GRI); Mike Schmid, W&H Pacific; Mike Edgerly, Kato & Warren; and Ron Burnett, David Hilgendorf, George Parson, Jeff Place, Ron Whipple, and Scott Rustay FHWA/WFL.

Meeting Summary:

1. The CECO has decided to maintain the current membership representation rather than rotating new members on to the committee to replace those who have served for more than two years. The CECW does not have a set policy for memberships on liaison committees. At this meeting, Mike Edgerly was the sole representative from CECW. George Parson, WFL Survey and Mapping Coordinator, is retiring. His place on the Liaison Committee will be taken by Jeff Place.
2. Ron Whipple reported that the WFL Home Page has been modified to include meeting minutes and agendas. (They will be in a pdf format.) The names and E-mail addresses for the committee co-chairs will be listed on the Home Page with an automatic e-mail hot link. The decision was made to add a Committee Members list showing names and company names of members.
3. The decision was made to E-mail meeting agendas to all members a week prior to each meeting. Meeting notes will not be sent out but will be posted on the Home Page.
4. The Internet address for the Federal Highway Administration's Highway Trust Fund Primer is: <http://www.fhwa.dot.gov/aap/primer98.pdf>. This primer describes how the Highway Trust Fund works, its sources of revenue, what the balances are, funding levels, and budgetary constraints on highway spending. It includes information on changes to the Trust Fund resulting from the passage of TEA 21.
5. Ron Burnett reported that the new WFL A/E Team will consist of a Team leader and a staff of four COTRs. A leader has not been selected yet. It is expected that the A/E Team will start up about March first. Initially, twelve projects from the current WFL program have been selected for the team to manage. The intent will be to have this team take over projects early in their development and to follow them through to advertisement. ("Cradle to grave"). The team will also be the coordination point for design questions that arise during construction. The decision as to whether to handle all these projects under existing IDIQs or to issue new RFPs for some individual projects has not been made.
6. A suggestion was made to have a representative from the WFL Construction Branch serve on the Liaison Committee.

7. The Subcommittee on Improving Processes reported that they are working on ways for WFL to be more proactive in furnishing information to design consultants rather than waiting for the consultant to ask the right questions. They are looking at developing a matrix of files that should be used to produce products that will fit the WFL system. The matrix will include MicroStation, Geopak, and plotting files, and why they should be used. They are working on developing standardized descriptions of tasks that cover as many of the different types of work as possible (Geotech, Survey, Structures, Hydraulics, Environment, Roadway Design). for incorporation into Task Orders. They also plan on developing some standard deliverables definitions for use in task orders. They reported that the package of WFL standard drawings is progressing.

8. A suggestion was made that a Geopak/Cadd user group be established between WFL and the consultant designers who are working on WFL projects.

9. The subcommittee on Proactive Management of Relationships is looking at instituting a close-out process to review the working relationship between the two parties. The process would focus on items such as: Was communication good, was there timely resolution of problems, were expectations met. The subcommittee is refining a one page form that can be used for a quick monthly appraisal and another one page form that can be used after the task order is complete. The intent of this effort is to foster better communication not to create a system that evaluates contractual performance.

10. The subcommittee activities that may be of use to the new WFL A/E team were identified as

- ! The matrix for Cadd/Geopak
- ! Standardized format and content of task order wording
- ! Development of standards and placing them in one place with easy access for all
- ! Monthly and project close out checks on working relationships

The next meeting will be on February 26 at the offices of Parsons Brinckerhoff.